

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Secretary of the Commonwealth / 166
 2. Database Title: Clemency
 3. Database Acronym: ROR/Pardons
 4. Point of Contact: Sylvia D. Moore
 5. Phone Number: (804) 786-2441
 6. Signature & Date: *Sylvia D. Moore* 7/17/97

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)
 N- SOC maintains data dealing with Clemency by virtue of the Governor's granted authority by the Constitution of the U.S. to grant Clemency in the form of Restoration of Civil Rights or a specific Pardon Type.

D- Database contains: SS#, Petitioner/Submitter names, addresses, telephone, petitioner type, receipt/input date, pardon type, case status, status date, gender, birthdate and crimes

R- All information is restricted until the end of the year when Senate Document 2 is produced by our office. It only entails certain information: Name, pardon date or granted date, convictions, jurisdiction of convictions, month/year of convictions. Clemency Specialist produces this Document through information in Database. Legislative Services prints copies and distributed them to GA members and others who request it.

Clemency Specialist - Patricia Tucker - (804) 786-2441
 Clemency Assistant - Jill Sisler

Note: Specific Information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update: 9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

b. Cost

Note: Restoration of Civil Right Packetts can be requested through this office as well as Pardon Information.

ROR Packetts will be available to web users in the near future.

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97